

PHILIP MORRIS U.S.A.

INTEROFFICE CORRESPONDENCE

Richmond, Virginia

To: Distribution

Date: April 3, 1997

From: John Wickham

Subject: LIMS Team Meeting Minutes for 4/3/97

Attendees: C.Ament, E. Carmines, J. Sampson, J. Wickham, R. Lipps, S. Laffoon, F. Logan

Meeting Agenda:

1. Review Agenda
2. Old Business
3. Consultant Update and Recommendations
4. Budget Update
5. Confidentiality Agreement Update
6. Process Check
7. Set agenda for next meeting

Business Conducted:

- Review of meeting agenda
- Discussion of old business - no old business was discussed.
- Consultant Update – Ed Carmines presented resumes and summary sheets for the consultants under consideration. At this time there are primarily 3 consultants under consideration:

Dale Crouse – Rising Sun Resources
Martin Goffman – Martin Goffman Assoc.
Susan Goodhart – Goodhart Consulting

These 3 consultants will be contacted for an interview. The group brainstormed a list of questions/topic for discussion with these consultants during the interviews. The list follows:

1. Availability - can they work or schedule/time frame.
2. GLP Experience.
3. Software package/vendor knowledge and experience.
4. Analytical Instrumentation and instrumentation interface experience.
5. Review of past projects, success/failure stories, custom in-house solutions vs. commercial solutions.
6. Outline of how they will proceed with our system, steps they propose to take.
7. Top 5 questions to ask us about our LIMS needs/requirements.
8. Back end (database) and front end (client GUI/instrument interface) experience, are they strong on one, weak on the other, etc. *hardware*
9. Experience interfacing analysis with no software (i.e., color, order, pass, fail etc.), how to handle these.

Proposed dates for consultant interviews are Friday 4/18/97 or Friday 4/25/97. It is preferred to interview all consultants on the same day. The Hyatt is proposed for the interview location.

- Budget Update

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Robin Lipps still working with Bennie Good and Kent Koller on budget issues as they relate to consultant fees and expenses. Robin has received approval from the QTP Team to proceed with the interviews at a minimum.

- Confidentiality Agreement Update

All consultants must sign a confidentiality agreement before they can be interviewed or contracted for services. Robin Lipps is working on getting the standard confidentiality agreement commonly used in R&D.

- Process Check – No issues

- Set agenda for next meeting

Thursday April 10, 1997 meeting canceled. Next meeting will be held **Thursday April 17, 1997 1:00 P.M. in T2**, agenda for this meeting as follows:

1. Review Agenda
2. Old Business
3. Consultant Update
4. Decide on format for consultant interviews
5. Process Check
6. Set agenda for next meeting.

Action Items:

- Robin Lipps – Secure monetary approval for consulting services. Working up consulting services POs. Obtain standard confidentiality agreement and forward to Ed Carmines. Update PS7 schedule as needed.
- Ed Carmines – Contact consultants for availability, firm up interview dates and times, forward list of questions to them for review, forward confidentiality agreement to consultants and have signed before interviews.
- Jeff Sampson -- Schedule Hyatt facilities for the consultant interviews. Copy information on consultants and forward to team for review before interviews.

Distribution:

Ament, C.

Carmines, E.

Good, B.

Laffoon, S.

Lisbon, D.

Logan, F.

Sampson, J.

Wickham, J.